



# Illinois Historic Preservation Agency

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## IL HABS/HAER WRITTEN OUTLINE FORMAT

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### ILLINOIS HISTORIC AMERICAN BUILDING SURVEY

NAME OF BUILDING (Secondary Name)

Location:

Present Owner: This heading may be combined to Present Owner and Occupant if they are one and the same. Include address of owner if it is different from address of structure.

Present Use:

Significance:

### PART I. HISTORICAL INFORMATION

(Double space between outline headings -- single space text)

(Omit any heading or part of a heading that is not appropriate, and re-number other outline headings as needed.)

#### A. Physical History

1. Date(s) of construction:
2. Architect:
3. Original and subsequent owners:
4. Builder, contractor, suppliers:
5. Original plans and construction:
6. Alterations and additions:

#### B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

- A. General Statement:
- B. Description of Exterior:
  - 1. Over-all dimensions:
  - 2. Foundations:
  - 3. Walls:
  - 4. Structural system, framing:
  - 5. Porches, stoops, balconies, bulkheads:
  - 6. Chimneys:
  - 7. Openings:
    - a. Doorways and doors:
    - b. Windows and shutters:
  - 8. Roof:
    - a. Shape, covering:
    - b. Cornice, eaves:
    - c. Dormers, cupolas, towers:
- C. Description of Interior:
  - 1. Floor plans:
    - a. Describe by floors
    - b. Etc.
  - 2. Stairways:
  - 3. Flooring:
  - 4. Wall and ceiling finish:

- 5. Openings:
  - a. Doorways and doors:
  - b. Windows:
- 6. Decorative features and trim:
- 7. Hardware:
- 8. Mechanical equipment:
  - a. Heating, air conditioning, ventilation:
  - b. Lighting:
  - c. Plumbing:
  - d. Etc.
- D. Site:
  - 1. General setting and orientation:
  - 2. Historic landscape design:
  - 3. Outbuildings:

PART III. SOURCES OF INFORMATION

- A. Original Architectural Drawings:
- B. Early Views:
- C. Interviews:
- D. Bibliography:
  - 1. Primary and unpublished sources:
  - 2. Secondary and published sources:
- E. Likely Sources Not Yet Investigated:
- F. Supplemental Material:

PART IV. METHODOLOGY OF RESEARCH

- A. Research Strategy
- B. Actual Research Process
- C. Archives and Repositories Used
- D. Research Staff
  - 1. Primary Preparer: Name, Title, Organization
  - 2. Photographer: Name, Title, Organization
  - 3. Delineator: Name, Title, Organization
  - 4. Additional Staff: Name, Title, Organization

PART V. PROJECT INFORMATION

**NOTE:** The project information statement will be provided by the IHPA Cultural Resources Manager handling the mitigation proceedings. This statement will cite the state or federal statute the general project is being reviewed under and the applicable Memorandum of Agreement requiring IL HABS recordation.

For IL HABS/HAER projects submitted without statutory involvement, a short statement identifying why the project was undertaken will be appropriate.

The project information statement will be duplicated on the title sheet of IL HABS/HAER Level I and II mylars under the heading of "Project Information Statement".